



TRAINING & CERTIFICATION
SURESKILLS™



Microsoft Training Schedule January - June 2024



Teams



Access



SharePoint



PowerPoint



Outlook



Word



Publisher



Visio



Power BI



Excel



SQL Server



Project



Silver Learning
Microsoft Partner



For Course Dates on the individual courses outlined within this brochure please contact your Training Advisor at info@sureskills.com
or call: Dublin 01 2402262 or Belfast 028 90935555 • Visit: www.SureSkills.com/Courses

VAT will be charged where applicable

Course Name	Days	Jan	Feb	Mar	Apr	May	June
MICROSOFT EXCEL							
SSA5037 Excel Introduction	1	9, 30	6	5	23	28	11
SSA5038 Excel Intermediate	1	10, 31	7	6	24	29	26
SSA5039 Excel Advanced	1	11	8	7	25	30	27
SSA204 Excel VBA	2		26			20	
SSA5020 Excel PowerPivot	1	17					
SSA5023 Excel Dashboards	1	18					
SSA5025 Excel Data Analysis	2	23					
SSA5033 Excel Functions & Formulas Workshop	0.5	16				14	
SSA5034 Excel Tables & Charts Workshop	0.5	16				14	
SSA5035 Excel PivotTables, PivotCharts & Slicers Workshop	0.5	17				15	
SSA5036 Excel Macros Workshop	0.5	17				15	
SSA5040 Excel Essentials	0.5				10		
MICROSOFT WORD							
SSA40018 Word Introduction	1	9	6	5	2	7	4
SSA40019 Word Intermediate	1	10	7	6	3	1	5
SSA40020 Word Advanced	1	11	8	7	4	2	6
MICROSOFT POWERPOINT							
SSA8006 PowerPoint Introduction	1	25			25		
SSA8007 PowerPoint Advanced	0.5		1			2	
MICROSOFT OUTLOOK							
SSA6006 Outlook Introduction	1			13			12
SSA6007 Outlook Advanced	1			14			13
MICROSOFT PROJECT							
SSAP Project Introduction	1	17		21		15	
SSAP1003 Project Advanced	1		14		17		19
MICROSOFT VISIO							
SSAV1001 Visio Introduction	1		22				
SSV1002 Visio Advanced	0.5			17			20
MICROSOFT SHAREPOINT							
SSO920 Microsoft SharePoint for End Users	1	10	13			15	
SSO921 Microsoft SharePoint for Site Owners	1	11	14			20	

Course Name	Days	Jan	Feb	Mar	Apr	May	June
MICROSOFT TEAMS							
SSA109 Microsoft Teams	1	8	5	4	9	6	4
SSA14020 Managing Projects with Microsoft Teams	1	15		11		13	
SSA4021 Microsoft Teams - Communication	0.3	16			16		
SSA4022 Microsoft Teams - Collaboration	0.3	16			16		
SSA4023 Microsoft Teams - Meetings and Events	0.3	17		11			12
SSA4018 Empowering Employees with Microsoft Viva	0.2	17			1		
MICROSOFT 365							
SSA4014 Microsoft 365 for End Users	1	9	21		17		19
MICROSOFT POWER BI							
SSAP1001 Power Bi Reports and Dashboards	1	24		13	24		12
SSAP1002 Power BI Desktop - Transform, Shape and Model Data	1	25		14	25		13
MICROSOFT ACCESS							
SSAA1001 Access Essentials	2	22			24		
SSA1003 Access Advanced	1		27			28	

Client Testimonial

"Ryan was a confident and well informed expert in the area of Excel, I particularly liked his delivery and responded well to the pace at which he set the course. It was well laid out, with appropriate breaks and an engaging delivery for the duration. It was evident that a high level of preparation went into this course.

The material was so useful to try the tools we were learning simultaneous to the course; each example was well considered and relevant to the topic in hand. I particularly liked all the shortcuts/tricks that Ryan had. My absolute favourite was the information on Slicers.

I have passed my appreciation onto my own organisation for allowing me to complete this training and also provided feedback that I rated the course/delivery highly. "

- Claire Nolan, Education, Policy and Standards Department Staff Officer, Nursing and Midwifery Board of Ireland

Course Name	Days	Jan	Feb	Mar	Apr	May	June
MICROSOFT AZURE							
SSAI-900T01 Microsoft Azure AI Fundamentals	1			11			10
SSAZ-104T00 Microsoft Azure Administrator	4	15	13	5	15	13	10
SSAZ-204T00 Developing Solutions for Microsoft Azure	5		12			20	17
SSAZ-500T00 Microsoft Azure Security Technologies	4		19				17
SSAZ-900T00 Microsoft Azure Fundamentals	1		19	19		20	24
SSDP-100T01 Designing and Implementing a Data Science Solution on Azure	3			4		7	10
SSDP-900T00 Microsoft Azure Data Fundamentals	1	9	9	1		3	
SSAZ400T00 Designing and Implementing Microsoft DevOps Solutions	4	29			29		24
MICROSOFT 365							
SSMS-100T00 Microsoft 365 Identity and Services	5			25			
SSMS-101T00 Microsoft 365 Mobility and Security	5				8		
SSMS-203T00 Microsoft 365 Messaging	5			4		13	
SSMS-500T00 Microsoft 365 Security Administration	4					13	
SSMS-900T01 Microsoft 365 Fundamentals	1		1				
SSMD-102T00 Microsoft 365 Endpoint Administrator	5	9	19		8	13	17
MICROSOFT POWER PLATFORM							
SSMPL-900 Microsoft Power Platform Fundamentals	1		23	15	19		
SSPL-100T00 Microsoft Power Platform App Maker	4		19			28	
SSPL-300T00 Microsoft Power BI Data Analyst	3	8	5	4	2		
SSPL-400T00 Microsoft Power Platform Developer	5	15			15		3
MICROSOFT WINDOWS DESKTOP & SERVER							
SSAZ800T00 Administering Windows Server Hybrid Core Infrastructure	5		12			20	17
MICROSOFT TEAMS							
SSMS-700T00 Managing Microsoft Teams	4				15, 22		10
MICROSOFT COPILOT							
SSM55616 Microsoft Copilot Overview for IT Professionals	1	30				13	
MICROSOFT SECURITY							
SSSC-900T00 Microsoft Security, Compliance, and Identity Fundamentals	1	10		27			
SSSC-200T00 Microsoft Security Operations Analyst	4	29	12	11	15	28	17
SSSC-300T00 Microsoft Identity and Access Administrator	4	15		25		28	
SSSC-400T00 Microsoft Information Protection Administrator	2		19			7	
MICROSOFT SQL SERVER							
SSO500 SQL Fundamentals	1	15		11		13	
SSO501 Advanced SQL Querying	1	16		12		14	

Why SureSkills?

On Site - Training At Your Offices

We deliver training at your office, covering all of Ireland and the UK, with our highly skilled instructors.

Flexible

We work to your schedule and hold the training at your location. We can use standard training courses or customise content to suit the training and learning outcomes that you require.

Cost Effective

Take advantage of SureSkills' on-site training offering so that you can save on time travelled and 'out of office' expenses.

Better ROI

Increase your employee productivity, while minimising downtime. On-site training also allows employees to operate their actual own PCs and software, meaning that they can quickly use their new skills.

Find out more
about SureSkills
On Site - Training
At Your Offices:



Tailored & Flexible Learning

Helping organisations to develop the knowledge and skills they need to fulfil their collective capability.

Tailored Training addresses an organisation's specific business challenges and can be personalized based on the desired skills, schedules, and learning needs of employees.

Bespoke, Custom, Tailored to a perfect fit - that's what our Tailored Training means. We create programmes that suit your organisation's needs and ensure your training goals are met - meaning fully customised to your company and to each person that will attend our courses.

Find out more
about SureSkills
Tailored & Flexible
Learning:



SureSkills Ireland

1-4 Terminus Mills, Clonskeagh Road,
Dublin D06 VY62, Ireland

Sales: +353 1 240 2262
info@SureSkills.com

SureSkills N. Ireland

Urban HQ, Belfast, 5-7 Upper Queen Street,
Belfast, BT1 6FB, United Kingdom

Sales: +44 28 9093 5555
niinfo@SureSkills.com

Visit: www.SureSkills.com

